

Support Services Course - Phase II (6-1/2 to 7 weeks)

Proposed Units of Instruction

1. Cable and Dispatch Procedures 1-1/2 days

A review of cable and dispatch writing procedures with emphasis on the mechanics rather than writing skill. (The latter was emphasized in the Intelligence Techniques phase of instruction.)

2. Field Records 1-1/2 days

A description of field filing systems, methods of storage, handling and disposition of records, operation of a station registry.

3. Field Personnel Problems and Headquarters Support 5 days

A description of the factors involved in personnel administration of staff personnel, detailed coverage of the benefits and services available to staff personnel, acquaintance with personnel documents characteristic of the field, handling of field emergencies, evacuation, and deaths.

4. Medical 1 day

Medical support available at Headquarters for field situations, handling of medical and psychiatric problems which occur in the field, handling and care of Station medicine and medical equipment.

5. Cover

1-1/2 days

25X1C



6. Budget and Finance Course (Finance, Logistics, and Travel)

15 days

This Budget and Finance Course will be tailored specifically for the JOT. The student will get a thorough understanding of finance procedures at a Class B Station, Type II logistics procedures, and travel procedures.

7. Security

4 days

An understanding of the support the Office of Security can render the field, an examination of personnel and physical security procedures applicable to this field, basic training in alarm systems and in maintenance, simple repair, and combination changing of safes.

8. Administration of Contract Personnel

2 days

An examination of the problems of handling contract personnel, some of the administrative problems unique to contract personnel, and practice in the preparation of contracts.

9. Comprehensive Problem

2-3 days

A series of practical exercises simulating the work input of an administrative officer in the field. Various DD/S components will be represented.

Total 34-1/2 days